



# **Election Procedure Training**

Prepared by:  
County Clerk-Recorder

# Introduction & Oath


- ◆ You are an integral part of our team during Election season.
- ◆ Your mission
  - ◆ Assist every qualified voter
  - ◆ Ensure security of ballots
  - ◆ Provide a positive experience
  - ◆ Ensure & protect the right to vote

Training is to help you become familiar with the rights of voters, understand the importance of cultural sensitivity, know how and when to assist voters with disabilities or other special needs, and know your responsibilities and the limits to your authority.



# Viewing Training Materials Online

- Go to: [www.slovote.com](http://www.slovote.com), click on [Elections and Voting](#), click on [Precinct Workers](#), under Reference area select the information you want to view.

[Home](#) > [Departments](#) > [Clerk-Recorder](#) > [All Services](#) > [Precinct Workers](#)





Tommy Gong  
County Clerk-Recorder


 **Reference** 


[Precinct Worker Programs](#)


☒ [Precinct Worker Application](#)


 [Precinct Worker Training Presentation - 2017-11-08](#)

 [Precinct Worker Elections Procedure Manual - 2017-11-08](#)

 [How to Process a Voter](#)

 [How to Assist People with Disabilities](#)

 [How to Operate the AutoMARK](#)

 [How to Assemble the Blue Bag](#)

[Elections and Voting](#)

## Precinct Workers

### What is this service?

This service provides information about becoming a precinct (poll) worker and allows you to view precinct worker training material. See [precinct worker programs](#) for more information.

### Who can use this service?

A precinct worker must be either a registered voter in California or a permanent legal resident of the United States.

### Is there a charge for this service?

**Precinct Worker Pay**

- Clerks** receive \$48.50 for half day; \$97 for full day, plus \$20 bonus for attending the election training course
- Inspectors** receive between \$137 & \$162 depending on assignment, plus \$20 bonus for attending the election training course

# Accessibility at the Polling Place

**1 in 5 Americans have a Disability**

## Assisting Voters with Special Needs

- What to Do and What Not to Do
- Secretary of State: Disability Sensitivity at the Polls
- Video Online: How to Assist People with Disabilities

## Polling Place Mitigations

Some polling places have received items to make their polling place accessible for Election Day. Ask your Precinct Assistant if you do not understand how to place these items.



What other assistance may we offer?

See Manual p. 33-36

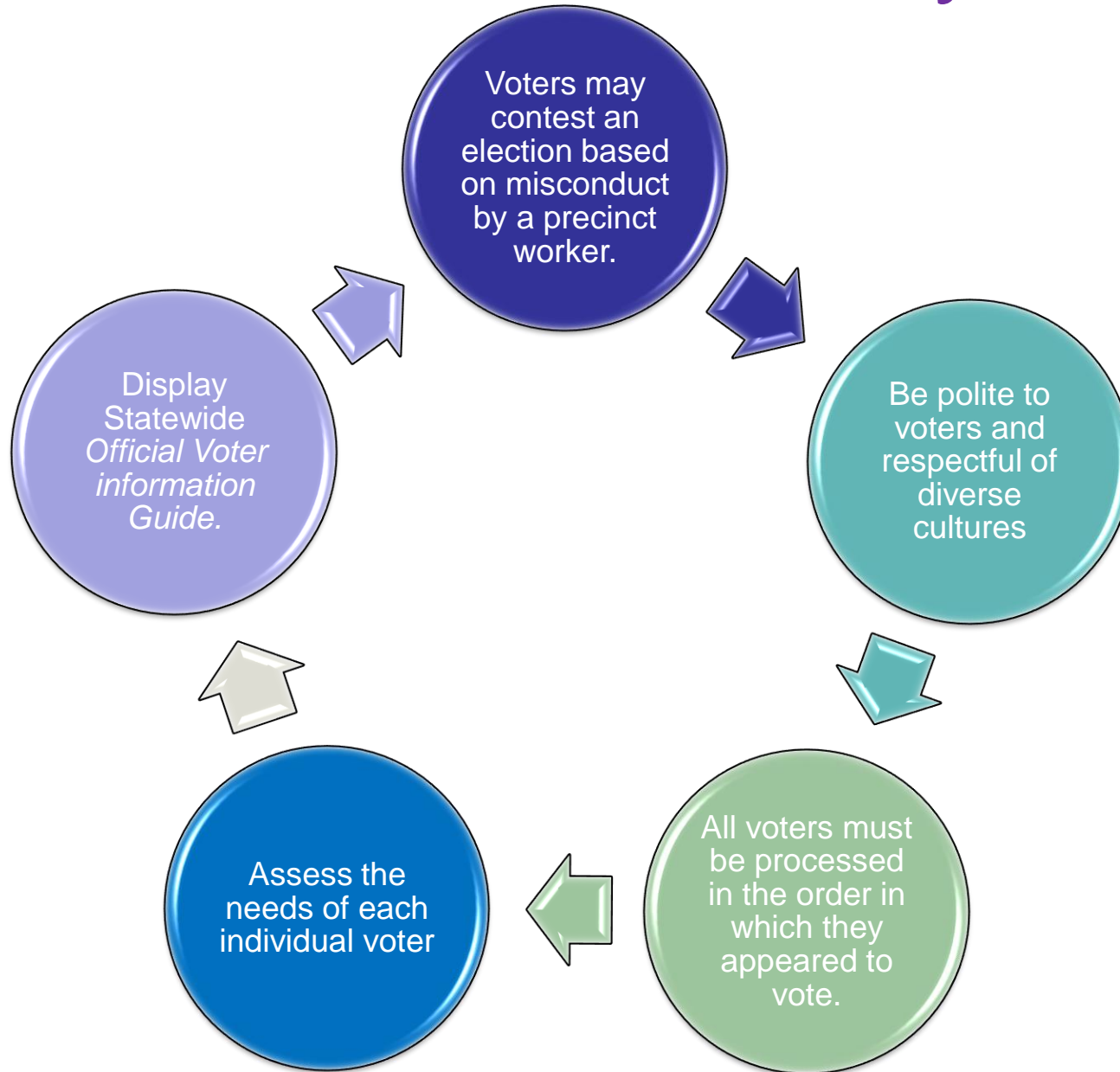
**Access  
Demonstration**

Try the simulations for:  
Wheelchair use over thresholds  
Vision impairment

**NOTE: There should be at least 1 disabled (van) accessible parking space open for voters.**



# Cultural Sensitivity



# Before Election Day

## *After Leaving Training:*

### Review New Manual

- ☐ Take notes, tab for quick reference, highlight.
- ☐ Get to know “THINGS TO KNOW” (p. 5 - 7)

### Special Requirements?

- ☐ Remember to ask workers if they have special needs.  
(example: need to take break at specific time for medications)

**Questions??**  
**Contact your**  
**Precinct**  
**Assistant**

**Call your workers**  
**before Election Day!**

### **For Discussion:**

- Expected Arrival Time
- Breaks / Lunches
- Duties
- Skills
- Languages

# What's New? Everything! 😊

- Voter Assistance - Ballot marking device (ICX)
- Conditional Voter Registration (CVR) at the Polls
- Change of Party (CVR)
- Provisional/CVR Blended Process
- New Provisional/CVR Envelope
- VBM voter returning ballot to poll to drop in Blue or Brown Bag **(in polling places with 3 or more precincts only)**
- VBM Call Center
- Updated Election Procedure Manual
- Changes in pollworker duties
- New Street Guide
- New and improved Roster & Index
- Closing Envelope **NOW CALLED** Seals & Certificates Envelope
- Returned VBM Tally no longer included on Provisional Tally Sheet
- Provisional Voter Roster will **not** be used
- Voter Tally will not be used: **Ballot Box Tally only (expanded)**

**Even Newer!** - SB 207: Change of Political Party / Change of Address

# Poll Worker Positions

**Pgs. 14 - 20**

- **Inspector/Provisional Specialist:** Ensures all ballots, supplies and equipment are accounted for and readies for Election Day.

- Responsible for the overall operations of the precinct.
- Make Clerk Assignments.
- Issues provisional CRV ballots and envelopes to provisional voters, VBM provisional voters and maintains the Provisional CVR Ballot Tally Sheet.

- **Ballot Box Clerk:** Help voters to deposit their Ballots/Envelopes and gives out “I Voted” stickers.

- **NEW! - Calls the Call Center to confirm if VBM voter ballot status and directs voter to appropriate clerk.**

- **Roster Clerk:** Uses the Roster to look up voter, determine eligibility, and have voter sign to receive ballot.

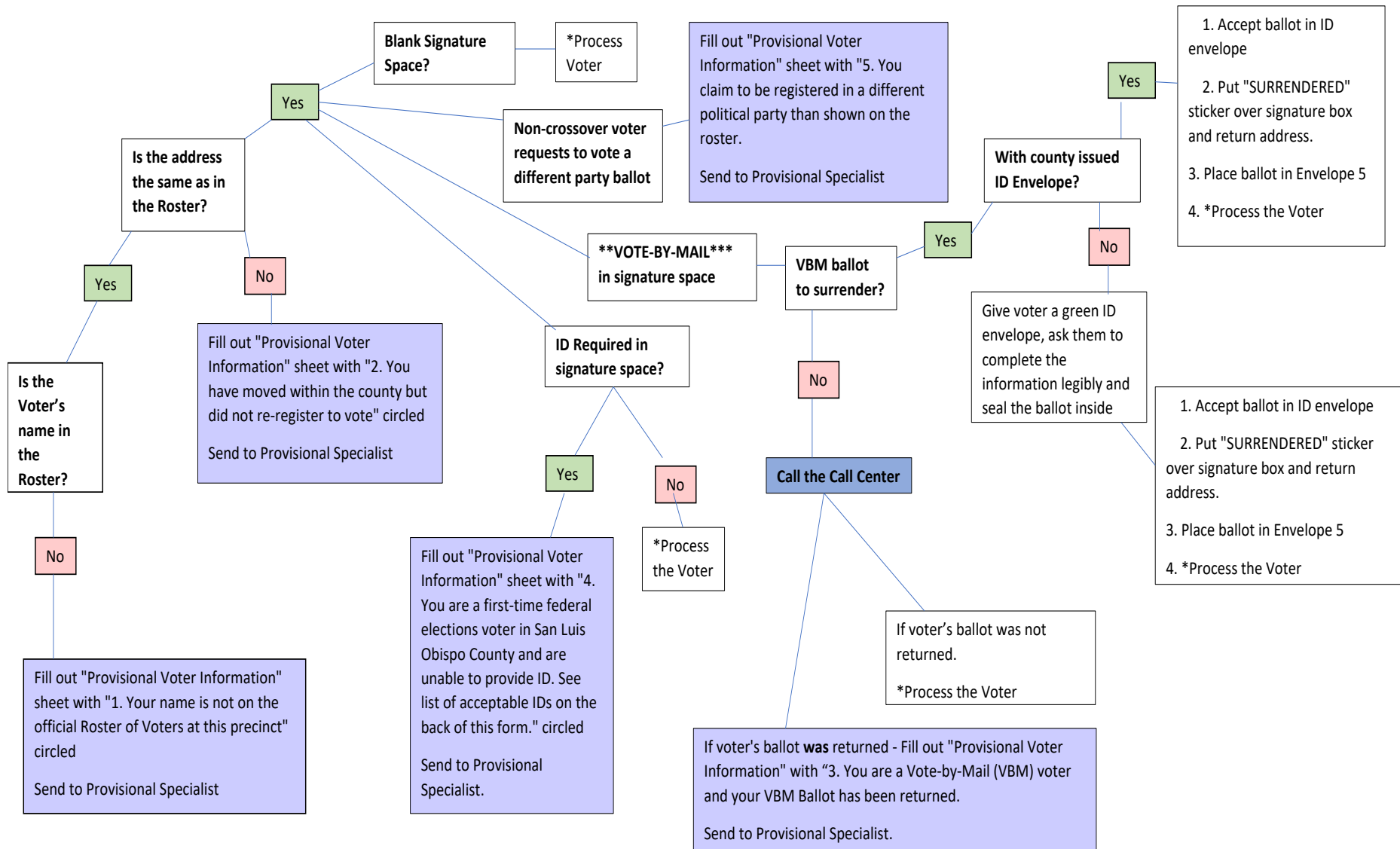
- Relays VBM voter (who do not have a ballot to surrender) information to Ballot Box Clerk to confirm voting status.
- Directs voters to Inspector for provisional ballot as needed.
- Update Line # Tracker to update hourly Index.

- **Ballot Clerk:** Gives voter the correct ballot with a secrecy sleeve, explains how to mark correctly, reminds voter to bring back pen and directs voter back to Ballot Box Clerk.

- **ICX Clerk:** Setup, maintain and close down the ICX ballot marking device. Assist voters with voting on the ICX device.



# Processing a Voter Flowchart



# New Roster

Remember this!

Election Date: 03/03/2020

## Combined Voter Roster List 2020 Presidential Primary Election

Registration Close: 02/18/2020

**WARNING:** It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code Sections 18560 & 14108)

XREF NUM	VOTER NAME AND ADDRESS	SIGNATURE (VOTE BY MAIL / ID REQ'D)	BALLOT	CROSSOVER BALLOT CHOSEN	REGISTRATION NUMBER
1168	Voter, Glee	Vote by Mail	001 - REP		65BW89000
1169	Voter, Jeffrey	Vote by Mail	001 - REP		65BW98054
367	Voter, Leslie	Vote by Mail	001 - REP		65BM96554
753	Voter, Marisa	<i>Marisa Voter</i> ✓	001 - AI		65BL58202
754	Voter, Patrick	LATE REG	001 - AI		65BL58203
369	Voter, Tucker	Vote by Mail	001 - REP		65BP41692
368	Voter, Corydon	Vote by Mail	001 - REP		65BM964748
378	Voter, Cassandra	ID Required	001 - N-P	DEM: <input type="checkbox"/> N-P: <input type="checkbox"/> AI: <input type="checkbox"/>	91BH34900
434	Voter, Mark	Vote by Mail	001 - REP		65BK46534
414	Voter, Linda	Vote by Mail	001 - DEM		65BO67688
1464	Voter, Terry	Vote by Mail	001 - REP		65BK67427
415	Voter, William	Vote by Mail	001 - REP		65BO67689
1269	Voter, Jaime	Vote by Mail	001 - N-P	DEM: <input type="checkbox"/> N-P: <input type="checkbox"/> AI: <input type="checkbox"/>	70IU16132
1271	Voter, Rene	Vote by Mail	001 - REP		65BT14700
1270	Voter, Sena	VBM Issued	001 - REP		65BZ41937
2419	Voter, Denise	Vote by Mail	001 - AI		65BK20131
264	Voter, Nicholas	VBM Received	001 - REP		00X 43900

Line #

Combined Voter Roster List  
Printed: 1/22/2020 10:50:21AM

Voting Precinct: 424 CON 424-60L  
Generated: 01/22/2020

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Balvarez - Barnick

B

# First Time Federal Voters List

Election Date: 03/03/2020

## Combined Voter Roster List 2020 Presidential Primary Election

Registration Close: 02/18/2020

**WARNING:** It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code Sections 18560 & 14108)

Total Signatures

XREF NUM	VOTER NAME AND ADDRESS	SIGNATURE (VOTE BY MAIL / ID REQ'D)	BALLOT	CROSSOVER BALLOT CHOSEN	REGISTRATION NUMBER
877	Voter Steven	Vote by Mail	001 - DEM		40ZB93392 
878	Voter Susan	Vote by Mail	001 - DEM		4ZB93684 

Total: 2433

## Combined Voter Roster First Time Federal Voters List 424 - CON 424-60L

### INSTRUCTIONS:

Enter the form of ID that the voter is providing in the center column and the actual ID number in the 3rd column.

FTFV VOTER NAME	FORM OF ID (DL, SSN, Etc.)	ID #
Voter, Cassandra	CA DL	F2158745
Voter, Meilani	SS Card	KG

If Voter has a CA ID or DL: Fill in CA ID or CADL in Form of ID space and Enter ID or DL# in ID# Space.

If Voter's ID is anything else: fill in type of ID (Example: Utility Bill) and Precinct worker initials in ID# space

**Please do NOT write any SS #s (or partial #s)**

# Late Registrant Roster

Contains eligible voters who registered **after** Rosters were printed. Printed on blue paper.

*Inspector shall write “**LATE REG**” or “**LR**” in the signature line on the Roster for those voters listed in the Late Registrant Roster.*

Election Date: 03/03/2020		Late Registrant Roster		Registration Close: 02/18/2020	
2020 Presidential Primary Election					Total Signatures
<p><b>WARNING:</b> It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code Sections 18560 &amp; 14108)</p>					
XREF NUM	VOTER NAME AND ADDRESS	SIGNATURE (VOTE BY MAIL / ID REQ'D)	BALLOT	CROSSTOVER BALLOT CHOSEN	REGISTRATION NUMBER
2058	Voter, Maria	Vote by Mail	001 - N-P	DEM: <input type="checkbox"/> N-P: <input type="checkbox"/> AI: <input type="checkbox"/>	65B924096
1221	Voter, Alan		001 - REP		65B299749
1222	Voter, Lynn	Vote by Mail	001 - REP		65B216438
1070	Voter, Ronald	Vote by Mail	001 - N-P	DEM: <input type="checkbox"/> N-P: <input type="checkbox"/> AI: <input type="checkbox"/>	402B99636
1453	Voter, Hideo		001 - N-P	DEM: <input type="checkbox"/> N-P: <input type="checkbox"/> AI: <input type="checkbox"/>	00C 215235
133	Voter, Gerald	Vote by Mail	001 - DEM		402567096
132	Voter, Jo-Ann	Vote by Mail	001 - DEM		402567095
1598	Voter, Susan		001 - DEM		68W432798
722	Voter, Drake	Vote by Mail	001 - N-P	DEM: <input type="checkbox"/> N-P: <input type="checkbox"/> AI: <input type="checkbox"/>	65B51357
1997	Voter, Joseph	Vote by Mail	001 - REP		68X561999
1998	Voter, Susan	Vote by Mail	001 - REP		402B69029
910	Voter, Ann	Vote by Mail	001 - REP		65B841202
911	Voter, John	Vote by Mail	001 - N-P	DEM: <input type="checkbox"/> N-P: <input type="checkbox"/> AI: <input type="checkbox"/>	65B40145
551	Voter, Judith		001 - DEM		91A482895
2081	Voter, Karin	Vote by Mail	001 - N-P	DEM: <input type="checkbox"/> N-P: <input type="checkbox"/> AI: <input type="checkbox"/>	65B327312
588	Voter, Brian	Vote by Mail	001 - REP		65B203270
589	Voter, Debra	Vote by Mail	001 - REP		65B203402

Combined Voter Roster List  
Printed: 1/22/2020 10:50:21AM

Voting Precinct: 424 CON 424-60L  
Generated: 01/22/2020

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Kalicinsky - Kaub **K**

If the voter is not in the Roster or Late Registrant Roster, they vote a **Provisional/CVR ballot**.

These numbers correspond with the “XREF NUM”

# Look Familiar?

Late Registrants	
L	L
L	L
L	L
L	L
L	L
L	L
L	L
L	L
L	L
L	L
Total Previous:	_____
Total This Hr:	_____
Add # of Late Registrants	_____
Current Total	_____

13

# Outside Indexes

**There are  
two (2)**

**Post both  
indexes:**

**directly  
outside the  
outermost  
door**

**or**

**directly  
inside the  
outermost  
door of the  
polling place**

**CON 101**

PUT in Envelope No 4  
Election Night

## NOTICE

THIS INDEX SHALL NOT BE MARKED IN ANY MANNER EXCEPT BY A MEMBER OF THE PRECINCT BOARD ACTING PURSUANT TO SECTION 14294 OF THE ELECTIONS CODE. ANY PERSON WHO REMOVES TEARS, MARKS OR OTHERWISE DEFACES THIS INDEX WITH THE INTENT TO FALSIFY OR PREVENT OTHERS FROM READILY ASCERTAINING THE NAME OR POLITICAL AFFILIATION OF ANY VOTER, OR THE FACT THAT A VOTER HAS OR HAS NOT VOTED, IS GUILTY OF A MISDEMEANOR.

(Elections Code Section 14105)

**Marked Index — REMEMBER TO STOP MARKING THIS OUTSIDE INDEX  
AFTER THE 6PM MARKING.**

Registration Close Date: 2/18/2020

# Roster Street Index of Registration 2020 Presidential Primary Election

Election Date: 03/03/2020


XREF#	ADDRESS	VBM	NAME	PHONE	PARTY	XREF#	ADDRESS	VBM	NAME	PHONE	PARTY
1			Voter, Richard		REP	35		VBM	Voter, Richard		DEM
2		VBM	Voter, Doris		REP	36			Voter, Doris		DEM
3		VBM	Voter, Robert		N-P	37		VBM	Voter, Robert		N-P
4		VBM	Voter, Justine		AI	38					
5		VBM	Voter, Cynthia		N-P	39					
6		VBM	Voter, Ricky		REP	40					
7		VBM	Voter, Michael		REP	41					
8		VBM	Voter, Robert		N-P	42					
9		VBM	Voter, Joan		N-P	43					
10			Voter, Nancy		DEM	44					
11			Voter, Terry		DEM	45					
12		VBM	Voter, Rochelle		REP	46					
13		VBM	Voter, Walter		REP	47					
14			Voter, Phil		N-P	48					
15			Voter Joanne		DEM	49					
16		VBM	Voter, Daniel		DEM	50					
17		VBM	Voter, Cynthia		DEM	51					
18		VBM	Voter, Alice		DEM	52					
19		VBM	Voter, Rose		DEM	53					
20		VBM	Voter, Allen		DEM	54					
21		VBM	Voter, Sylvia		REP	55					
22		VBM	Voter, Donald		REP	56					
23		VBM	Voter, Warren		DEM	57					
24		VBM	Voter, Vanessa		N-P	58					
25		VBM	Voter, Richard		REP	59					
26		VBM	Voter, Doris		REP	60					
27		VBM	Voter, Robert		REP	61					
28		VBM	Voter, Justine		DEM	62					
29		VBM	Voter Cynthia		REP	63					
30		VBM	Voter, Ricky		REP	64					
31		VBM	Voter, Michael		N-P	65					
32		VBM	Voter, Robert		N-P	66					
33			Voter, Joan		REP	67					
34			Voter, Nancy		REP	68					

## Marking the Outside Index

- Late requested VBM voters shall be crossed off in **red** before Election Day by Inspector.
- **ANY Available Worker** may mark off the Outside Index, in **red**, at the top of each hour
- Using the line numbers from the Line # Tracker cross out the voters who signed the Roster that hour.



# Street Guide by Area

<div>  <div> <b>Election Street Guide</b>                      2020 Presidential Primary Election - March 03, 2020                 </div> </div>									
Street Name	Dir	Address Range		City Code	Voting Precinct	Ballot Type	Polling Site Information		
		Side	Side				Table	Site Name	City
Abbott St		Odd	O	SL	524	2		San Luis Obispo Veterans Bldg	San Luis Obispo, CA 93401
Adobe Rd		2725 - 2725	B	SL	MB05	5		Mail Ballot Precinct	
Agnes St		1400 - 1409	B	SL	315	4		Grace Church	1036 Pismo Street - San Luis Obispo
Al-Hil Dr		554 - 642	B	SL	222	5		Canyon Hills Of San Luis Obispo	525 Cerro Romauldo, San Luis Obispo
Al-Hil Dr		651 - 658	B	SL	222	5		Canyon Hills Of San Luis Obispo	525 Cerro Romauldo, San Luis Obispo
Albert Dr		205 - 394	B	SL	530	3		San Luis Obispo Veterans Bldg	801 Grand Ave - San Luis Obispo
Alder Ct		1252 - 1291	B	SL	306	4		SLO County Farm Bureau	4875 Morabito Pl, Slo
Alder St		1301 - 1399	B	SL	306	4		SLO County Farm Bureau	4875 Morabito Pl, Slo
Alicia Ct		3080 - 3195	B	SL	304	4		Chumash Village Mhp Clubhouse	3057 S Higuera St- San Luis Obispo
Alisal St		1730 - 1780	B	SL	315	4		Grace Church	1036 Pismo Street - San Luis Obispo
Aliso Hall		0 - 0	A	SL	226	5		Cal Poly MAC Center	Cal Poly Campus Mac Center
Alliance Way		355 - 455	B	SL	317	4		Avila Beach Community Center	191 San Miguel St - Avila Beach
Almond St		208 - 299	B	SL	526	3		Ludwick Community Center	864 Santa Rosa St - Off Mill St - Slo
Alrita St		1620 - 1708	B	SL	310	4		Nazarene Church - San Luis Obispo	3396 Johnson Ave -Outreach Center
Alrita St			B	SL	MB04	4		Mail Ballot Precinct	
Alta St			B	SL	315	4		Grace Church	1036 Pismo Street - San Luis Obispo
Alta Mira Ln			B	SL	MB04	4		Mail Ballot Precinct	
Alta Mira Ln		6010 - 6039	B	SL	316	4		Los Ranchos Elementary School	5785 Los Ranchos Rd - San Luis Obispo
Alta Mira Ln		6135 - 6201	B	SL	MB04	4		Mail Ballot Precinct	
Altos De Piedra Rd		6545 - 6555	B	SL	MB04	4		Mail Ballot Precinct	
Alyssum Ct		804 - 886	B	SL	308	4		SLO County Farm Bureau	4875 Morabito Pl, Slo
Ambrosia Ct		940 - 960	B	SL	308	4		SLO County Farm Bureau	4875 Morabito Pl, Slo
Ambrosia Ln		902 - 990	B	SL	308	4		SLO County Farm Bureau	4875 Morabito Pl, Slo
Anacapa Cir		106 - 191	B	SL	222	5		Canyon Hills Of San Luis Obispo	525 Cerro Romauldo, San Luis Obispo
Andrews St		1394 - 1470	E	SL		3		San Luis Obispo Veterans Bldg	801 Grand Ave - San Luis Obispo
Andrews St		1451 - 1469	O	SL		4		Grace Church	1036 Pismo Street - San Luis Obispo
Andrews St		1473 - 1477	O	SL	524	3		San Luis Obispo Veterans Bldg	801 Grand Ave - San Luis Obispo
Angie Lou Ln		707 - 707	B	SL	MB04	4		Mail Ballot Precinct	
Anneford Cir		6018 - 6085	B	SL	316	4		Los Ranchos Elementary School	5785 Los Ranchos Rd - San Luis Obispo
Apple Orchard Ln		1520 - 1570	B	SL	317	4		Avila Beach Community Center	191 San Miguel St - Avila Beach
Aralia Ct		1302 - 1395	B	SL	306	4		SLO County Farm Bureau	4875 Morabito Pl, Slo
Archer St		1227 - 1512	B	SL	313	4		Unitarian Universalist Fellowship	2201 Lawton St - San Luis Obispo
Arroyo Ln		84 - 90	B	SL	MB05	5		Mail Ballot Precinct	
Ashmore St		1412 - 1483	B	SL	306	4		SLO County Farm Bureau	4875 Morabito Pl, Slo
<div> <div> <b>Even</b> </div> </div>									

The 'A' is for Cal Poly dorms, and means ALL.



# Street Guide

## Things to notice:

- Listed by cities, not school districts
- Watch the house numbers, look at the whole section of the street before referring
- Which side of the street? Even, Odd, or Both?
- Which direction of the street does someone live on? North, South, East, or West?
- Tells which ballot type is being issued
- Shows Mail Ballot precincts
- Name and address of precincts

# Knowing the Ballot

## Manual p. 6

- **Precinct Number and Ballot Type** can be found in the **upper left corner** of the ballot and on the Voter stub.
- Make sure the voter brings the ballot **back to the correct precinct ballot box**.

**Double Sided: Remind Voter to vote both sides**

**DO NOT DEPOSIT THE SECRECY SLEEVES WITH THE BALLOTS!**

### NOTES:

- 1) Ballots will not be shrink-wrapped
- 2) There will be packing paper in the box to hold them in place.

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CON 101  
BT 2

## OFFICIAL BALLOT

### CONSOLIDATED PRESIDENTIAL PRIMARY ELECTION - MARCH 3, 2020

SAN LUIS OBISPO COUNTY, CALIFORNIA

Instructions to Voter: To vote for a candidate whose name appears on the ballot, fill in the OVAL to the RIGHT of the candidate's name. To vote for a person whose name is not on the ballot, fill in the OVAL to the RIGHT of the write-in line and write in the candidate's name. Do not vote for more than the number of candidates allowed. To vote on a measure, fill in the OVAL to the right of the word "YES" or the word "NO". Marking the ballot outside of the designated space to vote for a candidate or measure may compromise the secrecy of the ballot. If you tear, deface, or wrongly mark this ballot, return it to get another.  
TO VOTE, USE BALLPOINT PEN WITH DARK INK TO FILL IN THE OVAL COMPLETELY LIKE THIS

### NONPARTISAN

VOTER-NOMINATED AND NONPARTISAN OFFICES		COUNTY OF SAN LUIS OBISPO	
		COUNTY SUPERVISOR	
1st District			Vote for One
STEPHANIE SHAKOFSKY	Farmer/Politician		<input type="radio"/>
JOHN PESCHONG	County Supervisor/Businessman		<input type="radio"/>
Write-in			<input type="radio"/>
STATE		MEASURES SUBMITTED TO THE VOTERS	
UNITED STATES REPRESENTATIVE		STATE	
24th District		Vote for One	
SALUD CARBAJAL	Member of Congress Party Preference: Democratic	<input type="radio"/>	
ANDY CALDWELL	Government Watchdog Party Preference: Republican	<input type="radio"/>	
KENNETH YOUNG	Civil Engineer Party Preference: None	<input type="radio"/>	
Write-in		<input type="radio"/>	
STATE SENATOR		PROPOSITION 13	
17th District		Vote for One	
JOHN LAIRD	Natural Resources Secretary Party Preference: Democratic	<input type="radio"/>	
MARIA CADENAS	Nonprofit Executive/Director Party Preference: Democratic	<input type="radio"/>	
VICKI NOHRDEN	Businesswoman Party Preference: Republican	<input type="radio"/>	
JOHN M. NEVILL	Random/Respiratory Therapist Party Preference: Democratic	<input type="radio"/>	
Write-in		<input type="radio"/>	
MEMBER OF THE STATE ASSEMBLY		YES <input type="radio"/> NO <input type="radio"/>	
35th District		Vote for One	
JOSEPH CUNNINGHAM	Businessman Party Preference: Republican	<input type="radio"/>	
DAWN ADAMS	Teacher/County Councilmember Party Preference: Democratic	<input type="radio"/>	
Write-in		<input type="radio"/>	

END OF BALLOT

# ICX Machine

The ImageCast X (ICX) Ballot Marking Device is an accessible ballot **marking** machine to assist all voters to vote independently and in private.

*The machine does not tabulate or count any votes.*

## ***Three ways to select:***

- ✓ Touchscreen
- ✓ Touchpad (w/ Braille)
- ✓ Scroll Select Paddle

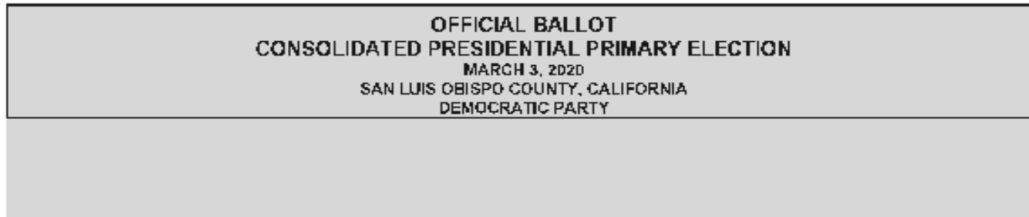


***Listen to the contests!***

***Review selections!***

***Anyone can use it!***

# ICX Ballot



304

Ballot Type 4 Democratic



PRESIDENTIAL PREFERENCE  
BLANK CONTEST

UNITED STATES  
REPRESENTATIVE  
24th District  
BLANK CONTEST

STATE SENATOR  
17th District  
BLANK CONTEST

MEMBER of the ASSEMBLY  
35th District  
BLANK CONTEST

COUNTY SUPERVISOR  
3rd District  
BLANK CONTEST

PROPOSITION 13  
BLANK CONTEST

## ImageCast X Ballots (ICX)

Blank Ballots are inserted into a printer

- Voter makes choice(s) by using the ICX Ballot Marking Device
- Voter confirms his/her choice(s)
- Voter prints the ballot
- Voter deposits the ballot into the ballot box
- No stub on ICX Ballots
- ***ICX Ballots will be shrink-wrapped in bundles of 50***

*ICX Ballot example on manual p. 30*

# Facsimile Ballots

- All precincts will post a Spanish facsimile ballot and instructions and certain Arroyo Grande precincts will post an additional Tagalog facsimile ballot and instructions.
- Los Osos/Baywood area is no longer required to post Tagalog facsimile ballot.
- **Facsimile ballots must be conspicuously posted**, and one facsimile ballot must be available for voters to take into booths to be used as reference (EC §14201(a)).
- In addition, a sign must be posted near the index of registration informing voters of facsimile ballots, in language required and available (EC §14201(c)(3)).
- Please post one facsimile ballot by the Outside-Index and one available on the main table with the sign notifying voters about facsimile ballots.
- **Voter may take facsimile ballot with them while voting** and should return after they are finished. Voter should not use the facsimile ballot to vote on or mark on.

# SB 207: Change of Party / Change of Address Form

- Passed into law on 2/13/2020
- Allows voters to change party and/or address without having to re-register (or complete the Provisional/CVR Process)
- **Voter must be at their assigned polling place (i.e. in the Roster!)**
- Keep blank SB 207 forms with the Roster Clerk
- Place all completed SB 207 forms in the back pocket of the Roster Binder



San Luis Obispo County Clerk-Recorder  
CHANGE OF POLITICAL PARTY/CHANGE OF ADDRESS  
(Elections Code §§ 2119.5, 2152)

This form may only be completed by a voter who is currently registered to vote in the County of San Luis Obispo. This form is to request a change of political party preference and/or to request a change of address within the same county. This form may only be completed during the time period of the 14th day before an election up until the close of the polls on Election Day. This form must be provided in person to the county elections official's office, polling location, or satellite office.

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Last Name *(including suffix, such as Jr., Sr., III)* \_\_\_\_\_

Date of Birth  
M M D D Y Y Y Y

Current Residence Address \_\_\_\_\_ Apt or Unit # \_\_\_\_\_

City \_\_\_\_\_ State CA Zip \_\_\_\_\_

I want to change my political party preference.

I want to choose a political party preference

- |   |   |
|---|---|
| <input type="checkbox"/> American Independent Party | <input type="checkbox"/> Peace and Freedom Party        |
| <input type="checkbox"/> Democratic Party           | <input type="checkbox"/> Republican Party               |
| <input type="checkbox"/> Green Party                | <input type="checkbox"/> Other <i>(specify)</i> : _____ |
| <input type="checkbox"/> Libertarian Party          |   |

I do not want to choose a political party preference No Party / None

☐ I want to change my address. My previous address was:

Address \_\_\_\_\_ Apt or Unit # \_\_\_\_\_

City \_\_\_\_\_ State CA Zip \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California that the information I have provided on this request is true and correct.

X \_\_\_\_\_ / /  
Signature Date signed Month Day Year

## **Voter may complete form *if:***

- Voter is in the roster and has NOT been provided with a VBM ballot.
- Voter is in the roster as VBM and has a VBM ballot to surrender.
- Voter is in the roster as VBM, does NOT have a VBM ballot to surrender, AND Call Center has confirmed that their ballot has NOT been received and has successfully suspended it.

### **Change of Residence:**

- Cross off the Voter's address in the Roster and write **NEW** next to it
- Have Voter sign the Roster
- Give Voter the appropriate Precinct Ballot of their registered Party Affiliation

### **Change of Political Party:**

- Cross off the Voter's printed Party Preference in the Roster and write their **new Party Preference** on the next Column.
- Have Voter sign the Roster
- Give Voter the appropriate Precinct Ballot of their NEW Party Affiliation

***If voter is not in the roster, direct them to the precinct where they would be in the roster using the polling place look up or the voter can go to [www.slovote.com](http://www.slovote.com) to find this out. Otherwise, Provisional/CVR!***

# CVR/Provisional Process

With the change to **Provisional/CVR voting**, there is little need to challenge a voter.

Eligibility to vote cannot be determined using the Roster.

Remember:

- Envelope **COMPLETED LEGIBLY & SIGNED by Voter**
- Voter signs Envelope
- Tape Tally Sheet on **Blue Bag**
- Ballots are updated on the tally sheet **BEFORE** being dropped in **Blue Bag**
- At the Close of Polls: Complete, **SIGN**, and have Inspector sign Provisional Ballot Statement located in Seals and Certificates Envelope.

**If a provisional voter signs the main Roster, cross out their signature and make a note they voted provisionally—do not count as regular voter.**



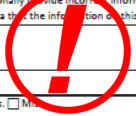


# New Provisional/CVR Envelope

Turn to Manual p. 41

Front - Have voter complete all voter registration information.

***Voter must sign for proper execution.***

  <b>County of San Luis Obispo Elections</b> Provisional and Conditional Voter Registration Envelope	
<b>Qualifications</b>	<b>1</b> I am: <input type="checkbox"/> a U.S. citizen and resident of the State of California <input type="checkbox"/> 18 years or older <input type="checkbox"/> voting my one and only ballot for this election
<b>Affidavit</b> You must sign in the box for your registration to be complete and your vote to count.	<b>2</b> I swear or affirm that: I am a U.S. citizen and a resident of the State of California and at least 18 years of age. I am not currently in state or federal prison or on parole for the conviction of a felony. I am not currently found mentally incompetent to vote by a court. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct. <div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>X</b> </div> Signature of voter _____ Date signed -Month/Day/Year _____
<b>Your legal name</b>	<b>3</b> Optional prefix: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss First Name: _____ Middle: _____ Last Name: _____
<b>Identification</b>	<b>4</b> Date of birth: ____/____/____ U.S. state or foreign country of birth: _____ MM DD YYYY CA driver's license or ID card #: _____ SSN (last 4 numbers): _____
<b>The address where you live. Do not use P.O. Box #</b>	<b>5</b> Home address: _____ City: _____ State: _____ Zip: _____ Country: _____ If you do not have a street address, describe where you live including cross streets, route, N, S, E, W, etc. _____
<b>The address where you receive mail</b>	<b>6</b> Mailing address -if different from above or a PO box # (Include City, State, & Zip Code) _____
<b>Political Party Preference</b>	<b>7</b> I want to choose a political party preference: <input type="checkbox"/> American Independent Party <input type="checkbox"/> Democratic Party <input type="checkbox"/> Green Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Peace and Freedom Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Other (specify): _____ I do not want to choose a political party preference. <input type="checkbox"/> No Party / None <div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>Permanent vote by mail:</b> I want to get my ballot by mail before each election*: <input type="checkbox"/> Yes <input type="checkbox"/> No <small>* If yes, you will get your ballot by mail before each election that you qualify to participate in.</small></div>
<b>Registration History</b>	<b>8</b> If you were previously registered or pre-registered to vote, include previous residence address here: Residence Address: _____ City: _____ Zip: _____ County/State: _____
<b>Contact Info</b>	Telephone number: _____ Email address: _____

# New Provisional/CVR Envelope

Turn to Manual p.42

Back – Poll Worker to complete and check the appropriate box for the reason a voter is to vote with Provisional/CVR process.

To vote **PROVISIONALLY** on an ICX machine, **activate the appropriate ballot** using the regular coding conventions.

Instruct the Voter to **seal the ballot in the envelope BEFORE** depositing into the **BLUE BOX**.

Voted Ballot Enclosed		
To be opened by the Canvassing Board at the Elections Office		
<b>The elections official assisting the voter completes this section.</b>		
Precinct Worker name: _____ Precinct #: _____		
<input type="checkbox"/> Voter checked U.S. citizen box, completed, and signed the other side of this envelope		
<b>Check appropriate box:</b>		
<input type="checkbox"/> Voter's name not in the Roster, Supplemental Roster or Inactive Roster.		
<input type="checkbox"/> Voter moved and did not re-register to vote		
<input type="checkbox"/> VBM Voter - VBM ballot already returned (verified in Roster or per phone call to Election Call Center)		
<input type="checkbox"/> Mail Ballot Precinct Voter voting at Polling Place		
<input type="checkbox"/> ID Required - Voter has no identification to show Roster clerk		
<input type="checkbox"/> Presidential Primary ONLY - voter requests a party ballot different from the voter's party shown on the Roster. Party Ballot Requested: _____		
<input type="checkbox"/> Miscellaneous: _____		
<b>The Elections Department staff completes the section below during the official canvass.</b>		
<input type="checkbox"/> <b>Green light</b> - Count if ALL conditions are met: <ul style="list-style-type: none"><li>Voter is active</li><li>No VBM has been returned, no provisional has been issued, and no voter participation history exists</li><li>Voter does NOT have any unprocessed list maintenance messages in VoteCal</li></ul>	<input type="checkbox"/> <b>Count</b>	<input type="checkbox"/> <b>Provisional Voter</b> <input type="checkbox"/> <b>CVR Voter</b>
<input type="checkbox"/> <b>Yellow light</b> - Review the voter's record if: <ul style="list-style-type: none"><li>Voter is not active, or</li><li>Voter has unprocessed list maintenance messages in VoteCal, or</li><li>Voter moved to San Luis Obispo County after 15-day close of reg.</li></ul>	Precinct Voted & BT: _____	Correct Pct & BT: _____
<input type="checkbox"/> <b>Red light</b> - Do not count if: <ul style="list-style-type: none"><li>Voter has voted in this election, or</li><li>Voter participation history exists for this election.</li></ul>	Party Voted: _____	Party (Primary): _____
	Voter ID#: _____	<input type="checkbox"/> <b>Duplicate Ballot</b>
	<input type="checkbox"/> <b>Don't Count</b>	Initials of reviewer: _____
	<input type="checkbox"/> Already Voted/VBM	1st check: _____
	<input type="checkbox"/> Incomplete/Illegible	2nd check: _____
	<input type="checkbox"/> Signature Mismatch	Final: _____
	<input type="checkbox"/> No Signature	
	<input type="checkbox"/> Invalid Address	
	<input type="checkbox"/> No Ballot enclosed	
	<input type="checkbox"/> Other: _____	

# Vote-by-Mail Ballot Call Center

About 50% of all provisional ballots cast at the polls are due to Vote-by-Mail voters not having their ballots to surrender.

- Call the Call Center - (805) 781-1888
- Call Center will verify if voter's ballot has been received.
  - If received – voter will vote provisional ballot.
  - If not received – Elections office will suspend the VBM ballot. Voter will sign the roster and vote a regular poll ballot.

*Call Center is for VBM return questions only!*

**NOTE: If VBM voter has “VBM Received” listed in signature space on the roster, do not call the call center as they are to vote a Provisional/CVR ballot.**

# Vote-by-Mail Ballot Call Center

Manual p. 17

## CALL CENTER VBM CONFIRMATION SLIP EXAMPLE

Call Center Vote-by-Mail Confirmation (805) 781-1888

Con # \_\_\_\_\_

Voter Name: \_\_\_\_\_

Voter ID #: \_\_\_\_\_



Write-in ***the number***  
***above the barcode***  
***assigned to the Voter***  
on the Roster.

Ballot Returned: Yes (Vote Provisional)

No (Vote Poll Ballot)

Write-in ***the name of the***  
***individual at the Call***  
***Center*** who verifies the  
status with you.

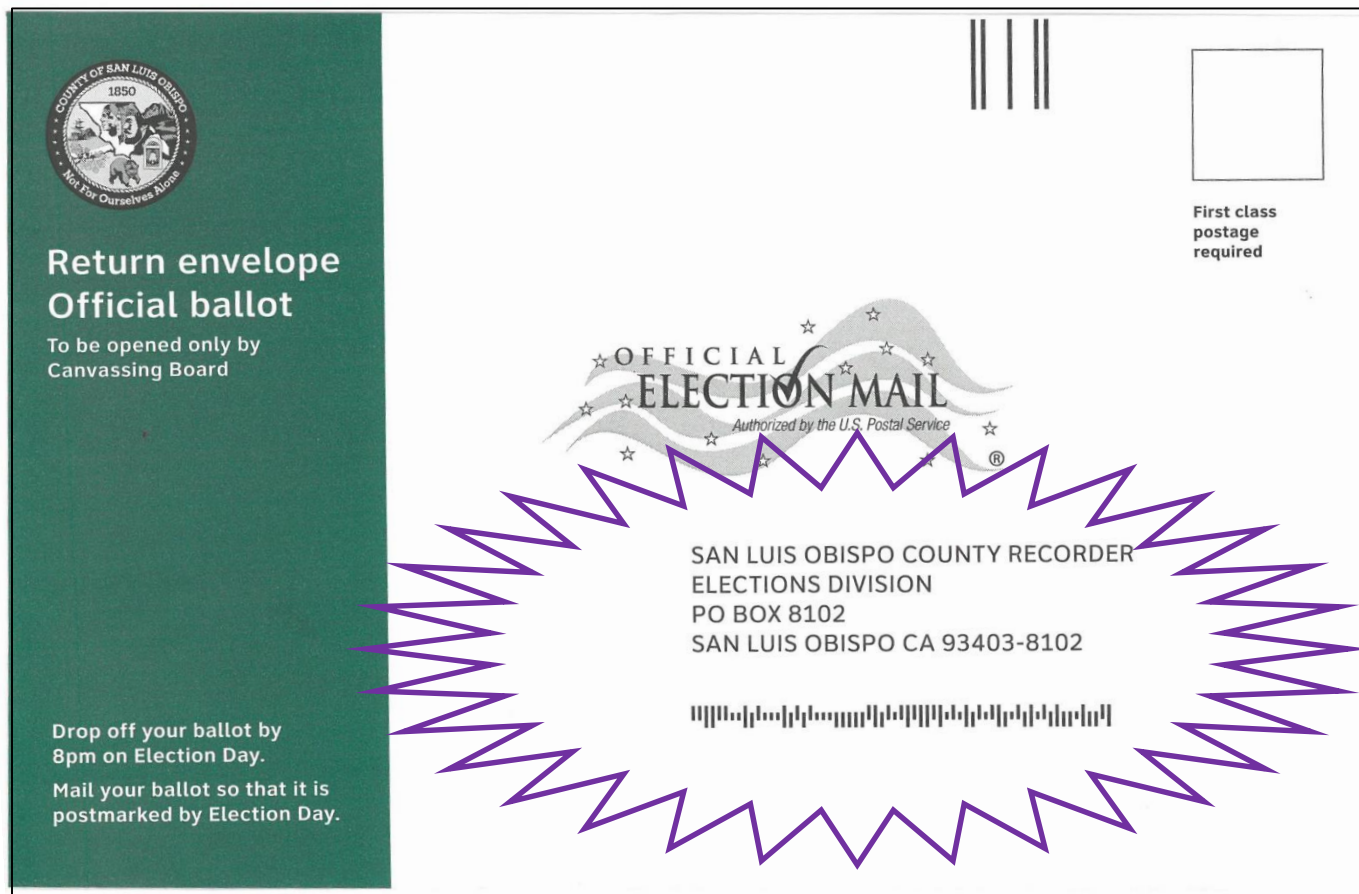


Verified by: \_\_\_\_\_

Completed VBM envelope slips will go into Envelope 4

# Returned Voted Vote-by-Mail Ballots

**Make sure envelopes are issued from a  
*California County***



# Back of Vote-by-Mail Envelope

New Vote-by-Mail envelopes will be in circulation; make sure the necessary information has been completed by the voter.

Anyone other than the voter may return the VBM ballot in a completed envelope.

They complete the upper left hand area

Voter will sign in the red box and date below.

I authorize the person below to return my ballot:

Their name Michael Scott

Their signature Michael Scott

Relationship to voter Neighbor

Did you...

- ☐ Sign the voter's declaration in your own handwriting?
- ☐ Put your ballot in the envelope?
- ☐ Make a mistake on your ballot and want a new one?

Please contact the Elections Office for further instructions at 805-781-5228

**Voter's declaration I declare that:**

- I am the person whose name appears on this envelope, a resident of the Precinct in which I am voting, and reside at the address displayed to the right.
- I have not applied, nor will I apply for a vote-by-mail ballot from any other jurisdiction in this election.
- I declare under penalty of perjury that this is true to the best of my knowledge and belief.

You must sign in your own handwriting in order for the ballot to be counted. Your signature must match the signature on your voter registration card.

If different from above, current residence address in the County of San Luis Obispo. PO Box is not acceptable.

**VOTING TWICE IN AN ELECTION IS A CRIME.**

**VOTER SIGN HERE IN INK** (Power of attorney is not acceptable)

X Mary Anne Johnson

DATE 11/06/2018

If you are unable to sign, make your mark and have a witness sign below:

Witness X \_\_\_\_\_

Barcode



No envelope? No problem!

Use the Green Envelope

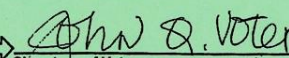
Envelopes need to be filled out **LEGIBLY & COMPLETELY**

**NOTICE:** The voter must sign the declaration below in his or her own handwriting in order for the ballot to be counted. Your voted absentee ballot must be received by the Elections Department or any polling place in San Luis Obispo County by the close of the polls (8:00 pm) Election day.

**IMPORTANT:** Complete information below **ONLY** if this ballot is hand delivered to the Elections Office or to the Precinct Board at any Polling Place within the County on election day by someone other than the voter.

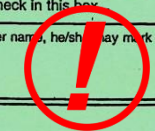
**DECLARATION OF VOTER**

I am a resident of and a voter in the precinct, and the person whose name appears on the envelope. I have not applied nor intend to apply for an absentee voter ballot from any other jurisdiction for the same election. I declare under penalty of perjury under the laws of the State of California that the foregoing declarations are to the best of my knowledge and belief true and correct. VOTING TWICE IN THE SAME ELECTION CONSTITUTES A CRIME.

**SIGN HERE**    
Signature of Voter (Do Not Print/Sign will not be counted without signature)

Residence address in San Luis Obispo County (P O Box not acceptable)   
Date: 01/01/08

If you have spoiled your ballot and wish another sent to you, enclose the spoiled ballot and mark a check in this box ☐

IF the voter is unable to sign his/her name, he/she may mark an "X" and have it witnessed by one (1) person.   
Witness X 

**COMPLETE THIS BOX IF BALLOT IS RETURNED BY A DESIGNEE**

Due to illness or disability, I designate the following person to return my ballot to the Elections Office or to the Precinct Board at any Polling Place within the County on election day. Relationship (circle one): spouse, child, parent, grandparent, grandchild, brother, sister or a person residing in voter's household.

X   
Print name of designee returning ballot Signature of designee returning ballot

**VOTE BY MAIL BALLOT RETURNED TO THE POLLS WITHOUT THE RETURN ENVELOPE**

Voter **MUST SIGN** on signature space on left side of envelope.

Printed Name JOHN Q. VOTER

Residence Address 555 MAIN ST.

ANY TOWN

**MUST BE COMPLETED LEGIBLY**


**VOTER MUST SIGN OR THE BALLOT CANNOT BE COUNTED**

All Ballots issued in California are to be accepted.

A **spoiled ballot** is a Precinct ballot that has a mistake in which the voter would like to exchange for another ballot. The voter will go back to the **Roster Clerk** for a new ballot.

pgs. 28 - 29

[illegible][illegible]

<hr/> <hr/> <hr/>		<div data-bbox="546 988 591 1023"></div> <div data-bbox="649 988 720 1041"><p>PLACE SUFFICIENT FIRST-CLASS POSTAGE HERE</p></div>
<p><b>IMPORTANT!</b> FAILURE TO SIGN BACK OF ENVELOPE WILL INVALIDATE YOUR BALLOT.</p>		
<p><b>NOTICE:</b> Your ballot must be received by the Elections Department or any polling place in San Luis Obispo County by 8:00 pm Election day, MAIL EARLY. POSTMARKS DO NOT COUNT.</p>		
<p><b>OFFICIAL VOTE BALLOT</b> (To be opened in front of the Board)</p> <p><b>SURRENDERED BY MAIL BALLOT</b> DO NOT COUNT</p> <p>SAN LUIS OBISPO COUNTY CLERK-RECORDER ELECTIONS DIVISION PO BOX 5102 SAN LUIS OBISPO CA 93403-8102</p>		

A **surrendered ballot** is a VBM ballot the voter is exchanging for a Precinct ballot. The voter will be listed in the Roster.



# Election Day Occurrences pgs 37 - 38

- Media
- Electioneering
- Exit Polling
- Poll Watchers

# Rare Occurrences

- In rare and unusual circumstances a Court Order may extend the voting hours.
- What to do in an Emergency: grab Ballot Box, Roster, and Blue Bag
- If polling place operations have been disrupted by a voter's behavior:
  - Immediately report disruptive behavior to county elections office
  - Contact law enforcement
  - Try to separate the disruptive behavior from the operation of the polling place.
- Precinct workers are not expected to put themselves in physical jeopardy.

# Closing Procedures

- Closing & Checklists (pgs 22-23)
- You must stay until all closing procedures are completed
- Voted Ballots teams must be at least 2 people
  - Rubber band ballots in batches of 50
  - Mark one Voted Ballots Box with total # of ballots returned and with Box \_\_\_ of \_\_\_\_
- Forms indicate where they are to be placed on Election Night.
- Take down signs, as noted on Checklists
- Return materials to the Supply Tub as they arrived

# Precinct Ballot Statement

**Don't forget to mail the  
White copy in the BRM  
Envelope**

PUT yellow copy in Envelope 4  
MAIL white copy BRM Envelope

## PRECINCT BALLOT STATEMENT

(Elections Code 14405, 14421, 15271, 15275)

1. Total number of PRECINCT BALLOTS received from the Precinct Ballot Quantities Worksheet Line 1 \_\_\_\_\_
2. Total NUMBER of VOTERS who SIGNED Roster Line 2 \_\_\_\_\_
3. Number of VOTED ballots
  - a. Number of voted ballots in the Ballot Box Line 3a \_\_\_\_\_
  - b. Number of voted ICX ballots, if any Line 3b \_\_\_\_\_

TOTAL of Lines 3a and 3b Line 3 \_\_\_\_\_
4. DIFFERENCE between number on Line 2 (signatures on Roster) AND on Line 3 (voted ballots) if any Line 4 \_\_\_\_\_
5. Number of SPOILED ballots (ballots issued to a voter but returned unvoted) Line 5 \_\_\_\_\_
6. Number of UNVOTED precinct ballots from Precinct Ballot Quantities Worksheet Line 6 \_\_\_\_\_

Reasons for difference, if any, between Lines 2 and 3, as entered on Line 4.

\_\_\_\_\_

\_\_\_\_\_

**We CERTIFY that the above information is true and correct.**

### CERTIFICATE OF PACKAGING AND SEALING

We also CERTIFY that the following containers or envelopes were sealed (if necessary) in our presence, and that we have enclosed in the containers or envelopes the contents listed on each label.

**Take the following items to the Regional or Central Collection Center.**

Blue Bag containing voted Vote-by-Mail Ballots and Provisional Ballots

**Collection Center Return Bag Containing:**

- **Envelope 2 – See envelope for list of contents**
- **Envelope 4 – See envelope for list of contents**
- **Container(s) for Voted Ballots** – Complete seals with total number of ballots from the precinct and the number of containers being returned (ex: 600 ballots and box 1 of 2, 2 of 2) (a box can hold up to 550 voted ballots)

**LEAVE AT THE POLLING PLACE:** Envelope 5, Envelope for Unvoted-Opened Ballots, Supply Tub, empty Ballot Box and voting booths.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Inspector: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Clerk: \_\_\_\_\_

Find a list of  
ALL required  
signatures  
in your manual!

**p. 25**

**All Workers present at  
Closing must sign**

# Training Evaluation

Thank you for joining us for  
Election Procedure Training!

Please take some time to fill out an  
evaluation form.

# Thank You!